



Planning Division  
City of Bend  
(541) 388-5580  
planning@bendoregon.gov  
710 NW Wall Street, Bend OR 97703

## LAND DIVISION APPLICATION PROCESS GUIDE

**Before you begin, work with a professional land surveyor, a registered professional engineer or a registered landscape architect.** Only these three professionals can prepare a tentative land division plan. See [Bend Development Code \(BDC\) Chapter 4.3](#) or <https://bend.municipal.codes/BDC> for detailed requirements and review criteria.

Contact the Planning Division to determine if a Pre-Application Meeting is recommended. A Pre-Application meeting may be needed to determine what if any issues might be identified pertaining to the proposed land division, and what improvements are likely to be required. Typically a pre-application is not necessary for a Partition (creating a total of 3 or fewer lots) but is often recommended for a Subdivision (creating 4 or more lots).

### LAND DIVISION PROCESS

Step	BDC	Timeframe
(1) Conduct a <a href="#">Public Meeting</a> prior to submitting a Land Division application for a Subdivision (creation of 4 or more lots)	<a href="#">4.1.215</a>	15-45 days
(2) Apply through the <a href="#">Online Permit Center</a> for a Water and Sewer Analysis (SWA) under Engineering & Agreements (not required for Partitions creating a total of 3 or fewer lots)		Review: ~2-4 weeks 6-8 weeks if high workload
(3) Apply through the <a href="#">Online Permit Center</a> for a Transportation Facilities Report (TFR) under Engineering and Agreements.	<a href="#">4.7.400</a>	Review: ~2-4 weeks 6-8 weeks if high workload
(4) Tentative Plan Review <ul style="list-style-type: none"> <li>Apply through the <a href="#">Online Permit Center</a> for a Land Division under Planning &amp; Historic.</li> <li>Processed as a Type II Application (public notice)</li> <li>City reviews application and issues a decision.</li> </ul>	<a href="#">4.3.300</a>  <a href="#">4.1.400</a>	Review: 6-8 weeks 8-12 weeks high workload (Type II applications are subject to a 120-day statutory review period per BDC 4.1.412)



#### Accommodation Information for People with Disabilities

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<p><b>(5) Construct Required Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Apply through the <a href="#">Online Permit Center</a> for an Infrastructure or Right of Way (ROW) permit under Engineering and Agreements for construction of required water, sewer, and street improvements.</li> <li>• Complete all necessary improvements and meet all conditions of approval.</li> <li>• Complete all final agreements and inspections to close out infrastructure or ROW permits.</li> </ul>	<p><a href="#">4.3.400.F</a></p>	<p>All required improvements must be determined to be substantially complete by the Engineering inspectors before Final Plat application can be submitted.</p>
<p><b>(6) Final Plat Review</b></p> <ul style="list-style-type: none"> <li>• Apply through the <a href="#">Online Permit Center</a> for a Final Plat under Planning &amp; Historic.</li> <li>• Processed as a Type I Application (no public notice)</li> <li>• City issues final plat decision.</li> <li>• Obtain all signatures on plat mylars.</li> </ul>	<p><a href="#">4.1.300</a></p>	<p>Submit within 2 years of tentative partition approval*</p> <p>Review: ~30 days</p>
<p><b>(7) Record final plat with Deschutes County Surveyor.</b></p>	<p><a href="#">4.3.400.H</a></p>	<p>File within 60 days of final plat approval</p>

## REVIEW CRITERIA AND FINAL PLAT PROCESS

### CRITERIA FOR TENTATIVE PLAN APPROVAL

[BDC 4.3.300.E. Criteria for Subdivision, Partition or Replat Approval.](#) (See code section for criteria)

### FINAL PLAT APPROVAL

The professional land surveyor is responsible for compliance with [BDC 4.3.400 Final Plat.](#)

*Filing Time Period Requirements. Except as provided for in this chapter, the applicant shall prepare and submit to the City a final plat that is substantially in conformance with the approved tentative plan. Final plats shall be processed as Type I applications in accordance with BDC 4.1.300.*

- 1. If a tentative plan is approved for a single phased development, the final plat shall be filed with the City within two years of the approval date of the tentative plan. A one-year extension may be approved in accordance with BDC 4.1.1310.*
- 2. If a tentative plan is approved for phased development, the final plat for the first phase shall be filed within two years of the approval date of the tentative plan.*
- 3. The final plats for any subsequent phase shall be filed within three years of the approved date for the tentative plan, unless a longer period of time is allowed through the tentative plan approval process. In no case shall the final plat be recorded more than five years from the date of the tentative approval.*



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4. *If the applicant fails to file a final plat within the specified timelines, the tentative plan for those phases shall become null and void.*
- B. *Submittal of the Final Plat. Prior to recordation with Deschutes County, the final plat shall be submitted to the City for review in the form prescribed by State statute, the Deschutes County Surveyor and this code.*
- G. *Final Plat Approval. After the final plat has been reviewed and approved by the City, and when all signatures as required by the Deschutes County Surveyor other than the Development Services Director, City Engineer and County Commissioner appear on the mylar, the Planning Manager and City Engineer shall sign the final plat mylar and return it to the applicant to file with Deschutes County.*
- H. *Recording of Plat.*
  1. *Within 60 days of City approval, the applicant shall submit the approved final plat with the Deschutes County Clerk for recordation.*
  2. *The applicant shall provide exact copies of the recorded plat to the City Engineer and City Planning Division.*
  3. *The plat shall not be in effect until it has been recorded with the Deschutes County Clerk.*

## DEVELOPMENT STANDARDS

- Refer to [BDC Title 2](#) for general standards for the land use district in which the subject property is located.
  - [2.1 Residential Districts \(UAR, RL, RS, RM, RH\)](#)
  - [2.2 Commercial Zoning Districts \(CB, CC, CL, CG\)](#)
  - [2.3 Mixed-Use Zoning Districts \(ME, MR, PO, MU, and MN\)](#)
  - [2.4 Industrial Zoning Districts \(IG, IL\)](#)
  - [2.5 Surface Mining Zoning District \(SM\)](#)
  - [2.6 Public Facilities Zoning District \(PF\)](#)
  - [2.7 Special Planned District, Refinement Plans, Area Plans and Master Plans](#)
  - [2.8 Urbanizable Area District \(UA\)](#)
- Refer to [BDC Title 3](#) for other design standards related to Land Division approval criteria.
  - [3.1 Lot, Parcel and Block Design, Access and Circulation](#)
  - [3.2 Landscaping, Street Trees, Fences and Walls](#)
  - [3.4 Public Improvement Standards](#)
  - [3.5 Other Design Standards](#)
  - [3.8 Development Alternatives](#)



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## SUBMITTAL REQUIREMENTS

The following items are required to be uploaded with the application through the Online Permit Center Portal:

### ***LAND DIVISION APPLICATION:***

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li><input type="checkbox"/> <a href="#">Authorization Form</a></li><li><input type="checkbox"/> Current Deed</li><li><input type="checkbox"/> Title Report (within last 90 days)</li><li><input type="checkbox"/> Narrative (addressing relevant Development Code Criteria and Standards)</li><li><input type="checkbox"/> Will-serve Letter water provider with Fire Flow availability (Roats, Avion if applicable)</li><li><input type="checkbox"/> Utility Availability Letters from utility providers</li><li><input type="checkbox"/> Sewer and Water Analysis (SWA Memo from Private Development Engineering- not required for Partitions creating 3 or fewer lots)</li><li><input type="checkbox"/> Transportation Facilities Report (TFR see <a href="#">BDC 4.7.400</a>)</li><li><input type="checkbox"/> Traffic Analysis Memo (Memo from City of Bend Private Development Engineering)</li><li><input type="checkbox"/> Existing Conditions Plan (within 150 feet of the site with topographic contour lines at 1 foot intervals)</li><li><input type="checkbox"/> Tentative Plan (lot sizes and dimensions)</li><li><input type="checkbox"/> Phasing Plan (if applicable - show utilities, drainage, and other improvements in each phase)</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Utility Plan</li><li><input type="checkbox"/> Preliminary Grading Plan</li><li><input type="checkbox"/> Preliminary Drainage Plan (may be combined with Grading Plan)</li><li><input type="checkbox"/> Shadow Plat (development pattern for streets, bikeways, and access corridors for adjoining lands)</li><li><input type="checkbox"/> Deed Restrictions/Easements (if applicable)</li><li><input type="checkbox"/> HOA Agreements / CCRs (if applicable)</li><li><input type="checkbox"/> Irrigation District Letter (confirming applicant met with the Irrigation District to discuss the proposal)</li><li><input type="checkbox"/> Bend Park and Recreation District Letter (confirming applicant met with BPRD to discuss the proposal)</li><li><input type="checkbox"/> <a href="#">Verification of Compliance Form</a> (only required for subdivisions) (see BDC 4.1.215 and <a href="#">Guide to Public Meetings With Neighborhoods for Developers and Applicants</a>)</li><li><input type="checkbox"/> Public Meeting Documents (Copies of Public Meeting notice, mailing list and priority confirmation)</li></ul> |
|---|--|

### ***FINAL PLAT APPLICATION***

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Authorization Form</li><li><input type="checkbox"/> Current Deed</li><li><input type="checkbox"/> Title Report (within last 90 days)</li><li><input type="checkbox"/> Deed Restrictions/Easements (if applicable)</li><li><input type="checkbox"/> HOA Agreements / CCRs (if applicable)</li><li><input type="checkbox"/> Taxes and Assessments</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Copy of Land Use Decision</li><li><input type="checkbox"/> Final Plat (electronic copy of mylars for recording)</li><li><input type="checkbox"/> Infrastructure as-builts</li><li><input type="checkbox"/> Survey Closure Sheets</li></ul> |
|--|---|

## APPLICATION FEES (SEE CITY OF BEND [FEES AND CHARGES](#))

- Contact Planning Division for Land Division and Final Plat application fees: [planning@bendoregon.gov](mailto:planning@bendoregon.gov)
- Contact Private Development Engineering for SWA, TFR, and Infrastructure and ROW application fees: [engineering@bendoregon.gov](mailto:engineering@bendoregon.gov)



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